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Climate for Women Survey 2018 Committee Report

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I INTRODUCTION

NRAO, GBO, and AUI take seriously the experiences of women in the workplace and in the astronomy community at large. To ensure that our workplace climate is welcoming and inclusive, and that it allows each of us to conduct our work comfortably and productively, the Office of Diversity and Inclusion (ODI) has been charged with surveying women who work at the Observatory about their experiences in our workplace. The Climate for Women Survey (CWS) 2018 is a follow-up to the Observatory's first Climate for Women Survey conducted in 2016 that resulted in several positive changes at the Observatory, most notably in the areas of workplace conduct policies, work-life balance initiatives, and training and development opportunities.

The CWS 2018 committee consisted of 17 women staff members from across the Observatory who were charged with reviewing the 2016 survey and preparing questions that would be relevant in understanding not only the current climate, but how the changes implemented since the first survey have impacted the workplace for women at the Observatory. To accomplish this goal, the nine original questions were reviewed. To provide consistency, the core questions remained in the 2018 survey. To reduce inhibitions on the part of participants in regard to anonymity, the opening demographic questions related to "where are you in your career" and "what is your career path" were replaced with "how long have you worked at the Observatory" and "how long have you been in the workforce." The option to indicate exempt or non-exempt status was also added as a tool for understanding issues that may be specific to work classification.

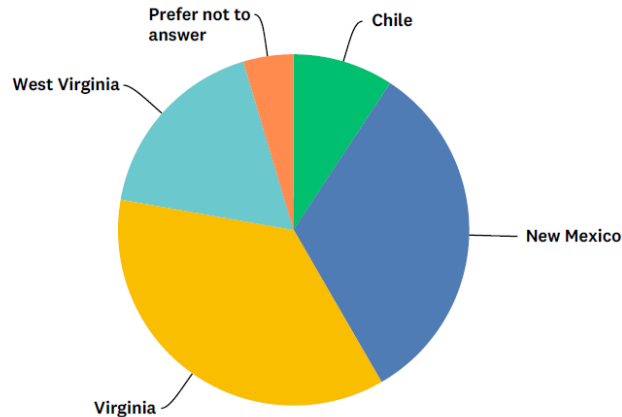
To further complement the survey goal, 15 new questions and several comment sections were added to capture as much detailed feedback as possible. Additionally, the workplace conduct questions limited the time frame regarding experiences to within the past two years. This limitation was intended to capture not only current behaviors, but to understand if the initiatives taken since the 2016 survey impacted workplace conduct. In all, the 2018 survey consisted of 24 questions and 16 comment sections.

It was important to ensure anonymity while protecting the integrity of the survey results. The survey design was set to "Anonymous Responses" and the questions, with the exception of a high-level location indicator (i.e., Chile, New Mexico, Virginia, West Virginia), did not require a response. Further, recognition of the importance of anonymity was emphasized in the survey introduction and communications.

The CWS 2018 closed on September 12, 2018, and the survey data and comments were extracted for the third phase of the survey. A team was then formed to review the three survey sections; Compensation and Opportunities, Workplace Conduct, and Family Work-Life Balance. The charge was to confidentially review the responses and prepare a report to summarize areas of strength, areas identified as needing improvement, committee recommendations, and cultural trends since the original survey.

2 DEMOGRAPHICS

The survey was conducted through SurveyMonkey and was open for participation from August 22 through September 12, 2018. Invitations to participate in the survey were emailed to the 162 women-identified employees, of which 108 responded. This 67% participation is consistent with, and slightly above, the 2016 participation of 62%.



ANSWER CHOICES	RESPONSES	
Chile	9.26%	10
New Mexico	32.41%	35
Virginia	36.11%	39
West Virginia	17.59%	19
Prefer not to answer	4.63%	5
TOTAL		108

Additional demographic information includes:

- The largest percentage (45%) of responses came from employees with less than six years at NRAO; 36% of respondents have been at NRAO for 10+ years; 17% for 6-12 years; 3% of respondents preferred not to answer;
- A majority (76%) of respondents report being in the workforce for 10+ years; 10% for 1-5 years; 12% for 6-10 years; 2% preferred not to answer.

3 COMPENSATION & OPPORTUNITIES

3.1 Analysis and Results

The Climate for Women Survey 2018 asked three upper-level questions related to Compensation and Opportunities with the purpose of understanding how women at the Observatory feel regarding recruitment and selection, compensation, appraisal, performance management, training and development, opportunities to attend professional conferences, promotion opportunities, effort required for recognition of contribution, opportunities to participate in service work (e.g. hiring committees, panel reviews, recreation association), work space assignments, requested time off/flexibility of hours, family and parental leave, hiring practices, hiring committees, and workloads. Additionally, the women were surveyed to understand how they perceive their voice being heard and their input being respected in the workplace.

3.1.1 Compensation

The first Compensation and Opportunities survey question (Q5) was asked to determine if the 2016 survey recommendation that Human Resources conduct compensation training sessions had a positive impact on employees' understanding of the compensation process at the Observatory.

When asked "In response to comments from the 2016 Climate for Women Survey, the Human Resources Department presented a series of Compensation 101 workshops in May and June of 2017. The workshops were designed to describe the policies and procedures that govern the Observatory's efforts to ensure that compensation at the Observatory is market competitive and internally equitable. Did you attend one of the Compensation 101 workshops", 31% indicated they did attend one of the workshops and it better clarified their understanding of the compensation process, while 5% indicated they attended, but it did not clarify their understanding. This response indicates that the Compensation 101 workshops hosted by the Human Resources team were effective in helping employees to understand the Observatory compensation process.

Answer Choices	Responses	
Yes, it clarified my understanding of the compensation process	31.25%	30
Yes, but it did not clarify my understanding of the compensation process	5.21%	5
No, I did not attend or was not working at the Observatory at that time	63.54%	61

64% of the respondents indicated that they did not attend, or were not working at the Observatory at the time the Compensation 101 workshops were held in 2017. 30 women were hired into the Observatory after the workshop and may account for some of the respondents who indicated they did not attend. Respondents who were employed at the observatory may not have been available at the scheduled workshop date/time, however; it is possible some elected not to attend because they were unclear on the purpose and importance of the information provided in the Comp 101 workshop. With communication being a possible factor in those not attending, it is recommended that the purpose and importance of the Compensation 101 workshops be clarified in employee communications to better engage those who have not yet attended a compensation workshop.

3.1.2 Opportunities

Q6 asked "based upon your personal experience, do you believe that women are given equal consideration in the following areas?" Where the areas overlap between the 2016 and 2018 surveys, the percentage responding 'men and women are treated equally' has increased considerably; the percentage responding 'women are treated less favorably' decreased; and the percentage responding 'men are treated less

favorable' remained mostly unchanged. The largest percentage of increase was in regard to compensation/remuneration.

Overall, the 2018 survey responses indicate an increase in perceptions of gender equity with regards to Compensation and Opportunities. The three questions with the most significant changes between 2016 and 2018 are:

% Agreeing with statement:	2018	2016	Change
Compensation for doing the same job			
Men and women are treated equally	53%	25%	+28%
Women are treated less favorably	19%	43%	-24%
Promotion opportunities			
Men and women are treated equally	59%	38%	+21%
Women are treated less favorably	18%	33%	-15%
Training and development			
Men and women are treated equally	87%	65%	+22%
Women are treated less favorably	6%	18%	-12%

The lowest score for the question regarding men and women being treated equally goes to the statement 'pressure to perform service work (e.g., hiring committee, panel reviews, and recreation association),' a new question on the 2018 survey. 23% said they felt pressured into participating in service related opportunities.

Q6. Based upon your personal experience, do you believe that women are given equal consideration in the following areas?					
	Men and women are treated equally	Men are treated less favorably	Women are treated less favorably	Not sure/no opinion	Total responses
Opportunities to perform service work (e.g. hiring committees, panel reviews, recreation association)	76.04% (73 Respondents)	5.21% (5 Respondents)	5.21% (5 Respondents)	13.54% (13 Respondents)	96
Pressure to perform service work (e.g. hiring committees, panel reviews, recreation association)	45.26% (43 Respondents)	4.21% (4 Respondents)	23.16% (22 Respondents)	27.37% (22 Respondents)	95

Survey comments related to equal consideration in performing service work include:

“Women may sometimes face more pressure than men to perform service work in order to have gender-balanced committees. It is difficult to say no, even if it means over-committing.”

“As a woman at the observatory, I am asked to do significantly more service work than my male colleagues in order to satisfy diversity requirements. In addition, there is strong pressure to say “yes” to most of these commitments.”

“I am constantly asked to be on hiring committees and when I recommend a male counterpart, the hiring manager is not interested.”

3.1.3 Voice at Work

Q7 asked ‘Please let us know how much you agree/disagree with the following statement’ in regard to personal contributions and availability of tools to perform their job. The percentages are a little higher in the 2018 survey under the strongly agree and agree responses. In general, more women feel they have a voice at work, that their input is respected, and that they have the tools, equipment, and materials they need to do their job.

A small but important percentage report feeling that their voices are not respected as much as their male colleagues. A contributor to this experience is that, as referenced in the Opportunities section (3.1.2), there are more men than women at the Observatory, and many of them have a significant amount of seniority within the Observatory.

3.2 Key Findings: Areas of Strength

3.2.1 Compensation Process

The Compensation 101 workshops hosted by Human Resources in 2017 were offered to all Observatory employees. The workshops were well attended and employees who participated indicated that it did clarify their understanding of the Observatory compensation process.

3.2.2 Compensation Equality

There is an increased perception (28 points higher) of gender equality in compensation and opportunities since the 2016 survey, with those feeling that both genders received equal compensation for doing the same job increasing from 25% in 2016 to 50% in 2018.

3.3 Key Findings: Opportunities for Improvement

3.3.1 Compensation Process

- It would be beneficial to better clarify the purpose, and stress the importance of, Compensation 101 workshops in future communications to engage employees who have not yet attended a workshop.
- Offer sessions at different times over the course of a few weeks.

3.3.2 Recruitment

One service related concern was being the ‘go to’ for serving on hiring search committees. The review team considered the selection process and diversity of committee representation in the recruitment process as factors to be considered for improvement.

- Search Committee Criteria; provide more transparency on the selection process for recruitment search committees by publishing the formal process on the NRAO staff Human Resources webpage.
- Search Committee Diversity; enhance diversity initiatives by broadening the scope of selected candidates to serve on Search Committees rather than consistently selecting the same representation. Having diversity on the search committees would inherently broaden the diversity of selected candidates.

3.3.3 Service Work

The survey indicated there is some concern that women are overtasked with serving on service type projects and that there is a need to manage and track the delegation of service related work. This could be done at a supervisor level to ensure all employees are given equal consideration and ensuring employees do not feel pressure to say 'yes'.

4 WORKPLACE CONDUCT

4.1 Analysis and Results

In an ongoing effort to ensure that the workplace is safe and welcoming for all employees, and with consideration of recommendations from the 2016 Climate for Women Survey, the observatory has conducted a mandatory online Unlawful Harassment course with policy links, an all-employee anti-sexual harassment email from the Director, a mandatory online Code of Conduct course with links, and implemented signage throughout the observatory sites regarding the Visitor Code of Conduct and reporting information.

To gauge the effectiveness of these efforts, the questions related to workplace bullying and harassment were expanded to capture feedback on the underlying contributors such as workplace gossip, exclusionary behaviors, retaliation, and perceived hostility. The committee also added clarifying descriptions to the behavior topics, i.e. the definition of bullying, cyberbullying, and harassment.

Additionally, the workplace conduct questions requested a response based on consideration “within the past two years” to capture not only current behaviors, but to understand if the initiatives taken since the 2016 survey have had an impact on workplace conduct. It should be noted that 2016 survey respondents were not asked to specifically report misconduct within a particular time-frame, so lower percentages in 2018 could represent effects of NRAO actions, but also restriction of respondents answers to two years.

4.1.1 Bullying

The survey results indicate that the raised awareness of the Observatory’s policy on Workplace Conduct has had a positive impact on incidences of bullying and sexual misconduct (teasing, jokes, remarks, looks, gestures, touching, pressure for dates, stalking, etc.) with the most significant drop in the number of experienced and witnessed incidences of bullying.

Bullying	2016	2018	Sexual Teasing	2016	2018
Yes, experienced	28%	19%	Yes, experienced	22%	10%
Yes, witnessed	26%	10%	Yes, witnessed	11%	9%

4.1.2 Harassment

This year’s survey defined harassment as actions based on race, color, religion, sex, age, disability, national origin, and gender identity. The Observatory has taken great strides in communicating its expectations through revised Observatory policies and training, and this reflects positively on the survey results.

4.1.3 Visitor Code of Conduct

In regard to harassment not identified as an action based on the criteria above, comments provided on the survey indicate that there is an issue with unprofessional and unwelcomed behavior from non-observatory individuals, inclusive of phone and email interactions. Additionally, 69% of the respondents were unaware, or unsure of, the Visitor Code of Conduct, signage and reporting information, that has been posted throughout the Observatory sites.

4.1.4 Workplace Gossip

One key finding for workplace conduct was hurtful gossip, a behavior statement that is new to this year's survey. 11% reported experiencing hurtful gossip from a peer, 8% reported receiving it from another source but did not indicate the source in the comments. Furthermore, supporting comments to this question indicates the issue of hurtful gossip in the workplace is done primarily by women, about women.

Q11 Please tell us if you have personally experienced any of these behaviors within the past two years.								
	No	Yes, from a peer	Yes, from someone I supervise	Yes, from supervisor or manager	Yes, from a visitor	Yes, from another source	Prefer not to answer	Total Respondents
Hurtful Gossip	80%	11%	0%	2%	0%	8%	4%	93

4.2 Key Findings: Areas of Strength

4.2.1 Harassment

Percentages of experiencing or witnessing bullying behaviors in the workplace declined significantly from the 2016 survey, which indicates education and communication efforts in this area have been successful.

4.3 Key Findings: Opportunities for Improvement

4.3.1 Harassment

While the percentage of women who experienced or witnessed bullying and-or harassment decreased since the 2016 survey, there is still a small percentage of employees who disagree that management does not tolerate bullying or harassment. Suggested reasons for this perception could be a result of lack of communication or closure between management and-or Human Resources and the employee when dealing with a reported issue.

4.3.2 Visitor Code of Conduct

69% of respondents were not aware of the Visitor Code of Conduct signage with reporting information. The policy should be recomunicated internally and become part of the visit coordination process so that it is clear to visitors at the Observatory.

- Recommunicate the signage postings and intent to internal staff
- Implement a visitor acknowledgment of policy at reception or during the visit coordination

4.3.3 Workplace Gossip

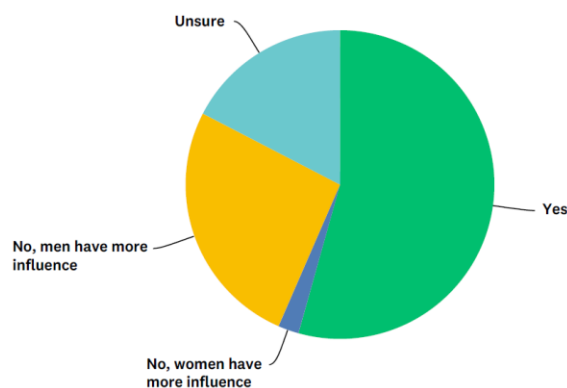
The topic of hurtful gossip in the workplace is a new addition to this year's Climate for Women Survey. A significant number of respondents indicated they had personally experienced hurtful gossip at work. Comments suggest the actions are prevalent in the office areas and are primarily done by women, towards women. Workplace gossip can have a detrimental effect on employee morale and productivity and should be taken seriously. It is recommended that this new finding be considered as a topic to be addressed in 2019 Observatory code of conduct training.

5 FAMILY AND WORK-LIFE BALANCE

5.1 Analysis and Results

5.1.1 Influence on Culture

In regard to family and work-life balance, the committee felt it was important to understand who most influences the culture at the Observatory. When asked "do you feel women and men are equally able to define and influence the culture at the Observatory" (Q17), 55% of the respondents felt there was a balanced influence by both genders. 25% felt men had more influence, primarily by default since the observatory employed more men than women. 2% felt women had more influence and 18% were unsure.



ANSWER CHOICES	RESPONSES	
Yes	54.35%	50
No, women have more influence	2.17%	2
No, men have more influence	26.09%	24
Unsure	17.39%	16
TOTAL		92

5.1.2 Flexibility and Support

It is important to provide a culture that supports the wellbeing of employees; acknowledging the concurrent demands of work, self and family, and the associated stress that can have a negative impact on health and performance.

When questioned (Q20) as to whether they felt management was supportive in their requests for flexibility when needing to take advantage of these benefits, as well as time for other dependent care issues, 48% felt they had adequate support, 50% felt it didn't apply to them, and 1% felt management was not supportive. This suggests women at the Observatory felt they received flexibility and support from their supervisor when requiring time or schedule changes to take care of personal and family matters.

5.1.3 Benefits

As a result of the 2016 Climate for Women Survey, the Observatory implemented supplemental funds to support dependents during conference/meeting travel, increased paid parental leave from 4 weeks to 8 weeks, and increased family sick leave from 40 hours to 80 hours. 66% of respondents felt the improved benefits made the Observatory a more attractive place to work, 29% felt it did not apply to them, and 5% indicated 'no'.

5.2 Key Findings: Areas of Strength

Overall, the survey results indicate that policy revisions and awareness initiatives have resulted in a positive trend in meeting the expectations of family and work-life balance. Considering these survey results, as well as the fact that men are progressively taking a more responsible role in home and childcare, the topic of Family and Work-Life Balance is being considered a gender-neutral issue at the Observatory and will be addressed in the general employee Climate Survey to be conducted in early 2019.

5.3 Key Findings: Opportunities for Improvement

The topic of Family and Work-Life Balance is being deferred to the Employee Climate Survey, January 2019.

6 COMMUNICATION

The survey results indicated that effective communication continues to be imperative in ensuring a good work environment at the Observatory and that, overall, the Observatory is doing well in this area. Effective communication is not only those communications that pertain to policy revisions, training initiatives, and diversity and inclusion initiatives, but also management-supervisor communications within their teams, whether it be ensuring all staff members have a respected voice in meetings or whether it be in regard to work assignments. Additionally, it is critical that every employee feels valued and safe and is able to come forward with any issues of concern; that they will be heard, understood, and informed throughout the process, from reporting to resolution.

7 CONCLUSION

The first Climate for Women Survey conducted in 2016 revealed opportunities for the Observatory to improve in the areas of communication, training, policy, and processes. Based on the 2016 survey committee recommendations, steps were taken to address workplace conduct policies, work-life balance, and training and development opportunities. With overall improved percentages, feedback from this year's survey seem to indicate that these initiatives have had a positive impact for women at the Observatory.

Human Resources has developed and implemented a Compensation 101 workshop to enhance employee's understanding of the compensation system. This informative workshop has been, and continues to be, well received. Feedback suggests that the workshop content, along with the ongoing availability of Human Resources to address questions and-or concerns, has led to a better employee understanding of the compensation process.

Workplace Conduct initiatives taken since the original survey include unlawful harassment and code of conduct courses, an anti-sexual harassment communication from the Director, and visible visitor code of conduct signage with reporting information. Bullying and harassment reporting decreased significantly since these Observatory efforts. The 2018 survey, however, brought light to the seriousness of workplace

gossip and unprofessional, unwanted behaviors towards Observatory employees from non-observatory individuals during the course of conducting business.

Family and Work-Life Balance initiatives were introduced that increased paid parental leave and family sick leave, and provided supplemental funding to support dependents during employee travel. The 2018 survey results indicate that women at the Observatory feel supported when it comes to flexibility of schedule to balance dependent care and that the increased benefits have enhanced their family and work-life balance. With these benefits available to both men and women across the Observatory, the family and work-life balance is now considered a gender neutral issue and will be addressed in the 2019 general employee climate survey.

Overall, the 2018 WCS indicated that the Observatory is making great strides in ensuring that women feel safe and valued in the workplace and that they are equally considered and compensated for their contributions. The committee recommends that identified concern regarding workplace gossip be addressed through awareness training initiatives, and that unwelcomed, unprofessional behavior when dealing with non-NRAO individuals during business hours be addressed with a clearly defined process for employees and their supervisors when dealing with unprofessional behaviors, including a documentation and escalation process.

8 RECOMMENDATIONS SUMMARY

8.1 Communications Recommendations

- Communicate the purpose of, and stress the importance of, Compensation 101 Workshops when informing employees of upcoming training sessions
- Recommunicate the Visitor Code of Conduct to internal Observatory staff
- Post the AUI Helpline so it is clearly visible on the staff website and within the Observatory walls

8.2 Training Recommendations

- All-employ annual Mandatory Bystander Training
- Management and Supervisor Training on how to properly handle workplace gossip reports
- Training on how to handle unwanted behaviors via phone, email and other electronic methods for all employees who routinely interact with non-NRAO individuals for Observatory business

8.3 Policy Recommendations

- Address workplace gossip in the Code of Conduct

8.4 Process Improvement Recommendations

- Require Visitors to read and acknowledge by signature their understanding of the Visitor Code of Conduct, either at Reception or at time of visit coordination

8.5 Work Area Recommendations

- Reconsider the layout of the Edgemont Road building to provide distinct employee break areas with signage pertaining to code of conduct.
- Move the second floor employee kitchen area away from the Edgemont Road lobby to enhance the professional appearance and minimize non-business discussions in a public area where we welcome or host visitors at the Observatory.

9 APPENDICES

- Email to Women Employees
- Climate for Women 2018 Survey Instrument

From: [Jane Michaud](#)
To: [Jane Michaud](#)
Subject: CWS2018 Appreciation - Climate for Women Survey 2018
Date: Wednesday, September 12, 2018 11:35:30 AM

Dear Colleagues,

The Climate for Women 2018 survey closes at end of business today, Wednesday, September 12.

NRAO, GBO, LBO and AUI take seriously the issues of women in the workplace and in the astronomy community at large. As a result, this survey has been created to better understand those issues that face women who work at the observatory. Your participation is anonymous and questions do not require responses. **If you have not taken the survey yet, please consider doing so as your candid feedback is important to the survey goal.**

As a result of the first Climate for Women survey conducted in 2016, several positive changes were implemented, notably in the areas of workplace conduct policies, work-life balance initiatives, and training and development opportunities. Through your feedback, we look forward to learning more about the impact these changes have made at the Observatory.

With warm regards and appreciation,

Climate for Women Survey 2018 Committee

From: Jane Michaud
Sent: Wednesday, August 22, 2018 9:20 AM
To: Jane Michaud <mmichaud@nrao.edu>
Subject: Climate for Women Survey 2018

Dear Employees,

One of our priorities at NRAO, GBO, LBO and AUI is to ensure that our workplace climate is welcoming and inclusive, and that it allows each of us to conduct our work comfortably and productively. To that end, a team of your colleagues from across the observatory, and representing various job categories and experience cohorts, developed a Climate for Women 2018 survey. Their charge was to design a survey that asks women employees about their experiences at the observatory, and their impression of the environment for women at the observatory.

The link to this survey is provided below.

<https://www.surveymonkey.com/r/climateforwomen2018>

The survey will be available between August 22 and September 12, 2018. Following the completion of the survey cycle, a committee will be formed and charged with reviewing the responses, identifying areas for improvement, and preparing a report that includes a summary of our areas of strength, as well as any identified issues and recommendations for improvement.

We are looking forward to hearing from you.

Regards,

Tony Beasley
Faye Giles
Lyndele von Schill

Survey Introduction

NRAO, GBO, LBO, and AUI take seriously the issues of women in the workplace and in the astronomy community at large. To ensure that our workplace climate is welcoming and inclusive, and that it allows each of us to conduct our work comfortably and productively, the Office of Diversity and Inclusion has been charged with surveying women who work at the Observatory about their experiences in our workplace.

The information collected during the course of the survey will be kept without any personal identifiers. Your responses will be combined with others to create a Committee Summary Report. The Committee Summary Report will be used to identify areas of strength and weaknesses, as well as recommendations for improvement.

We realize your anonymity is important. This survey is being conducted on SurveyMonkey with the “Anonymous Responses” option enabled, which means that no identifying information, including IP addresses, will be collected or stored.

To protect the integrity of the survey, it is important that you do not enter "disguising" information and that each question is answered as honestly as possible. Should you prefer not to provide feedback on a question, there is a 'prefer not to answer' option available where relevant. Additionally, should you wish to add more detail, some questions have a comment section.

Several positive changes were implemented as a result of the first climate for women survey conducted in 2016, notably in the areas of workplace conduct policies, work/life balance initiatives, and training and development opportunities. Through your feedback, we look forward to learning more about the impact these changes have made at the Observatory.

The 2018 Climate for Women Survey Committee welcomes you to participate in this year's survey.

2018 Survey Committee:

Paulina Bocaz

Faye Giles

Melan Hebert-Terleckyj

Violette Impellizzeri

Amanda Kepley

Mary Mayo

Heidi Medlin

Jane Michaud

Amy Mioduszewski

Rachel Rosen

Tracy Samples

Helen Schledewitz-McGinnis

Elizabeth Sharp

Catarina Ubach
Meg Urry
Lyndele von Schill
Candice Waller

Survey

1. How long have you worked at the Observatory?

- 1-5 years
- 6-10 years
- 10+ years
- Prefer not to answer

2. How long have you been in the workforce?

- 1-5 years
- 6-10 years
- 10+ years
- Prefer not to answer

3. Are you an Exempt or Non-exempt employee? Exempt (Monthly/Salary) and Non-Exempt (Bi-Weekly/Hourly)

- Exempt
- Non-Exempt
- Prefer not to answer

4. At which location do you work? Remember, this survey is anonymous; providing this information helps us evaluate the climate for women at all Observatory sites.

Compensation & Opportunities

The 2016 Climate for Women Survey (CWS) revealed a perception that there might be disparities between the salaries paid to men and women for performing the same work. In response to the concerns raised during the 2016 CWS, the Department of Human Resources conducted a thorough evaluation of actual salary information in relation to gender and jobs. As reported by Tony Beasley, Director, in the NRAO September 2017 All-Hands meetings, there is near parity in wages among genders at the Observatory.

5. In response to comments from the 2016 Climate for Women Survey, the Human Resources Department presented a series of Compensation 101 workshops in May and June of 2017. The workshops were designed to describe the policies and procedures that govern the Observatory's efforts to ensure that compensation at the Observatory is market competitive and internally equitable.

Did you attend one of the Compensation 101 workshops?

- Yes, it clarified my understanding of the compensation process
- Yes, but it did not clarify my understanding of the compensation process
- No, I did not attend or was not working at the observatory at that time

6. Based upon your personal experience, do you believe that women are given equal consideration in the following areas?

	Men and women are treated equally	Men are treated less favorably	Women are treated less favorably	Not sure/No opinion
Recruitment and selection	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Compensation for doing the same job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Appraisal and performance management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Training and development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Opportunities to attend professional conferences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Promotion opportunities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effort required for recognition of contribution	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Men and women are treated equally	Men are treated less favorably	Women are treated less favorably	Not sure/No opinion
Opportunities to participate in service work (e.g. hiring committees, panel reviews, recreation association)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pressure to perform service work (e.g. hiring committees, panel reviews, recreation association)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Work space assignments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Requested time off and/or flexibility with hours to attend to personal business	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Family and parental leave	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hiring practices at the Observatory are transparent and fair, regardless of gender or family situation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hiring committees make a conscious effort to treat candidates equally, regardless of gender or family situation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Workloads are equitably distributed, regardless of gender or family situation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Your feedback is important. If you have additional comments or suggestions we welcome them in the comment section below.

7. Please let us know how much you agree or disagree with the following statements.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
My voice is heard in meetings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My input is respected by my peers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My input is respected by my team	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My input is respected by my supervisor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My input is respected by senior management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have access to the tools, equipment, and materials that I need to do my job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If you have additional comments or suggestions we welcome them in the comment section below.

Workplace Conduct

8. In response to information received from the Climate for Women Survey and the observatory-wide Climate Survey, the Observatory took several steps to reinforce its commitment to providing employees with an environment that is free from harassment and bullying of any kind. Do you recall hearing about, or participating in, the following?

	Yes	No	Unsure
Mandatory online course on Unlawful Harassment, with links to anti-harassment policies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Anti-sexual harassment email from the Observatory Director with policy statement and links to the Anti-harassment and Code of Conduct information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Visitor code of conduct signage with reporting information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mandatory completion of online Code of Conduct course with links to the Observatory Code of Conduct Policy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. Please let us know how much you agree or disagree with the following statements.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Observatory management does not tolerate bullying	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Observatory management does not tolerate harassment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Observatory management does not tolerate sexual harassment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Observatory encourages a healthy work-life balance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My department encourages a healthy work-life balance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If you have additional comments or suggestions we welcome them in the comment section below.

10. The Observatory has taken a number of steps over the past two years to address bullying and other types of behaviors that create an uncomfortable or hostile environment for staff, including training, supervisory development, and Human Resources intervention. Do you think that these interventions have improved the workplace environment at the Observatory?

- Yes
- No
- Unsure

If you have additional comments or suggestions we welcome them in the comment section below.

11. The list below identifies some behaviors that contribute to an uncomfortable or hostile work environment. Please tell us if you have **personally experienced** any of these behaviors within the **past two years**.

	No	Yes, from a peer	Yes, from someone that I supervise	Yes, from a supervisor or manager	Yes, from a visitor	Yes, from another source	Prefer not to answer
Bullying (unwanted, persistent aggressive behavior that involves a real or perceived power imbalance involving emotional or physical harm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cyber-bullying (unprofessional workplace behaviors that take place over digital devices like cell phones, computers, and tablets)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Harassment (actions based on race, color, religion, sex, age, disability, national origin, gender identity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Harassment - Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hurtful gossip	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Being ostracized (deliberately ignored or excluded)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual teasing, jokes, remarks, looks, gestures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deliberate touching, leaning, hovering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pressure for dates (verbal, emails, text messages, phone calls or sexual materials)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stalking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual or attempted physical assault	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retaliation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hostile work environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you have additional comments or suggestions we welcome them in the comment section below.

12. The list below identifies some behaviors that contribute to an uncomfortable or hostile work environment. Please tell us if you have **witnessed** any of these behaviors in the **past two years**.

	No	Yes, from a peer	Yes, from someone that I supervise	Yes, from a supervisor or manager	Yes, from a visitor	Yes, from other source	Prefer not to answer
Bullying (unwanted, persistent aggressive behavior that involves a real or perceived power imbalance involving emotional or physical harm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cyber-bullying (unprofessional workplace behaviors that take place over digital devices like cell phones, computers, and tablets)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Harassment (actions based on race, color, religion, sex, age, disability, national origin, gender identity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Harassment - Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hurtful gossip	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Being ostracized (deliberately ignored or excluded)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual teasing, jokes, remarks, looks, gestures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deliberate touching, leaning, hovering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pressure for dates (e.g. verbal, emails, text messages, calls or sexual materials)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stalking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual or attempted physical assault	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retaliation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hostile work environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Observatory takes workplace conduct seriously. If you have additional or clarifying comments regarding the workplace behaviors above, we welcome them in the comment section below.

13. If you answered yes to experiencing or witnessing any of these behaviors within the **past two years**, how often did these actions occur?

	Once	Occasionally	Consistently
Bullying	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cyber-bullying	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Harassment (actions based on race, color, religion, sex, age, disability, national origin, gender identity)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Harassment - Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hurtful gossip	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Being ostracized	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sexual teasing, jokes, remarks, looks, gestures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Deliberate touching, leaning, hovering	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pressure for dates	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stalking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Actual or attempted physical assault	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Retaliation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hostile work environment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The Observatory takes workplace conduct seriously. If you have additional or clarifying comments regarding the workplace behaviors above, we welcome them in the comment section below.

14. If you answered yes to any of the workplace behaviors listed above, how did you respond and how satisfied were you that the response addressed the issue? Remember, please report on only those behaviors which have occurred within the **past two years**. You may select multiple answers.

	N/A	Satisfied with the outcome	Not satisfied with the outcome	Further action was needed but did not occur	Further action was taken and resolved the issue
Ignored the behavior and did nothing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Told the person to stop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Avoided the person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Made a joke of the behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Threatened to report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confided in a colleague, family or friend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Went along with the behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reported the behavior to a supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reported the behavior to Human Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reported the behavior to the AUI Ethics & Integrity Line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you were uncomfortable reporting an incident or have additional or clarifying comments regarding these actions, we welcome your comments below.

15. If any of the workplace behaviors listed above came from **anon-Observatory staff member**, e.g. vendor, collaborator, visitor, external help-desks, within the last two years, it would be helpful to understand the source. If you are comfortable doing so, please share your comments below.

16. The Observatory is committed to a work environment in which all individuals are treated with respect and dignity. If you have any further comments or suggestions regarding workplace conduct that you would like to share in this survey, we welcome them in the comment section below.

Family & Work-Life Balance

17. Do you feel women and men are equally able to define and influence the culture at the Observatory?

- Yes
- No, women have more influence
- No, men have more influence
- Unsure

Comments:

18. Which of the statements below best describes your personal responsibilities regarding dependents?

You may select multiple answers.

- Children - preschool
- Children - school age
- Adult
- No dependents

19. Which of the following family issues most affect your ability to work effectively? Please expand in the comments section below.

- Child care
- Caring for aging parents or relatives
- Caring for other dependents
- Sick family
- Travel
- Work hours
- School closings
- Other
- N/A

Comments:

20. If you have needed flexible work hours to care for dependents, has your direct manager been supportive? Please expand in the comments below.

- Yes, my manager was supportive
- No, my manager was not supportive
- Did not feel comfortable asking
- N/A

Comments:

21. In response to comments from the 2016 Climate for Women Survey, the Observatory recommended that, whenever possible, meetings should be scheduled between 9:30 a.m. and 4:30 p.m.

	Yes	No	Unsure
Are you aware of this recommendation?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you feel the Observatory is adhering to the recommendation?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has the recommendation improved your work-life balance?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

22. In response to comments from the 2016 Climate for Women Survey, the Observatory implemented supplemental funds to support dependents during employee travel. Are you aware of this benefit?

- Yes, I have taken advantage of this benefit
- Yes, but I have not taken advantage of this benefit
- No, I was not aware of this benefit
- No, did not apply to me

23. Since the last Climate for Women Survey in 2016, the Observatory has increased the paid parental leave from 4 weeks to 8 weeks.

	Yes	No	N/A
Have you taken advantage of the new parental leave policy?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you feel the current paid parental leave is adequate?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you feel the new policy made the Observatory a more attractive place to work compared to other institutions based on this policy?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

24. Since the last Climate for Women Survey in 2016, the Observatory has increased the amount of family sick leave that can be used from 40 hours to 80 hours. Since this change, have you had a need to take unpaid leave for either of the following reasons?

	Yes	No	N/A
The birth or adoption of a child	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
To care for a family member	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

Thank you for taking the time to complete this survey.

Responses to this survey will be reviewed between September 13 and November 30, 2018. The Survey Committee will be charged with reviewing the responses, identifying areas for improvement, and preparing a report that includes a summary of issues and recommendations for improvement.

If you are interested in serving on this survey review committee, please send an email to odi@nrao.edu.